



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director
Chris Phillips, Chief

February 26, 2007

MEMORANDUM

TO: LME Directors
FROM: Chris Phillips *Chris Phillips*
RE: Non-Medicaid Appeal Process Documents Translated into Spanish

In October 2006, the Division of Mental Health, Developmental Disabilities and Substance Abuse Services (DMH/DD/SAS) released Communication Bulletin #63, "Non-Medicaid Appeal Process." Included in that communication were templates which could be used by LMEs and consumers for filing appeals according to the new appeal process.

In an effort to ensure that Spanish speaking consumers are uniformly informed of their rights under this appeal process, the DMH/DD/SAS has translated relevant appeal forms into Spanish. Attached you will find electronic copies of the translated word documents for the following forms:

- Notification of LME Utilization Review Decision
- Non-Medicaid Service Complaint Form
- Area Clinical Review Decision
- Non-Medicaid Appeal Request
- Non-Medicaid Acknowledgement and Release
- Non-Medicaid Recipient Acknowledgement
- LME Final Decision

We hope that you find these documents of assistance in corresponding with consumers whose primary language is Spanish.

Please note that the Non-Medicaid Appeals process does not create an entitlement to mental health, developmental disabilities, and substance abuse services. As such, Non-Medicaid eligible consumers do not have the right to a contested case hearing pursuant to NCGS 150B.

Consultation and technical assistance on the implementation of the Non-Medicaid Appeals process will be provided by Tracy Ginn at Tracy.Ginn@ncmail.net or (919)715-3197 or Denise Baker at Denise.W.Baker@ncmail.net or (919) 715-2780.

cc: Carmen Hooker Odom
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Dan Stewart
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